

# ENGINEERING MANAGEMENT COUNCIL (EMC)

[Agendas, Presentations, and Minutes](#)

## PURPOSE

The purpose of the MSFC Engineering Management Council (EMC) is to provide a forum for addressing technical issues, strategic direction, resource management, risk assessment, and policy guidance for all MSFC engineering activities.

[EMC Charter](#)

## OPERATIONS

- Weekly meeting is scheduled for Tuesdays, 8:30-11:00am - see [ED Calendar](#) for planned day/time/location.
- Draft Agenda for the upcoming meeting is posted on the website approximately 2 days prior to the next meeting.
- Final Agenda is emailed to the EMC members and distribution list prior to the meeting.
- Agenda items: EMC members provide agenda items to ED03 Board Administrator with a target EMC meeting date. Agenda items may be presented for:
  - Action (e.g., EMC Chairperson or members approval required, action required by the EMC or action needs to be assigned by the EMC)
  - Decision (e.g., Concurrence, Endorsement of a position)
  - Information
- Charts for scheduled topics
  - Keep topics under 20 minutes
  - Clearly state why you are presenting to the EMC and the result expected (Action, Decision, or Information).
  - Provide charts electronically (do not bring hardcopies) on the Friday prior to the Tuesday EMC meeting by one of the following methods:
    - Email to the ED03 Board Administrator, or
    - Provide to your organization's EMC member and they can place in the EMC Server folder
    - Also, bring charts to the meeting on a USB Flash Drive as a back-up, or if the files are too big to email and you couldn't place in the EMC Server folder
- Final Agendas and approved Minutes are posted to the website after the subject meeting.
- Presentations are not posted to the EMC website unless specifically requested by the presenter, their management, or the EMC, and then only non-restricted data (non-export controlled, non-sensitive) will be posted.

## EMC AGENDA ITEMS – TOPICS TO BRING TO THE EMC

- Program Management Council (PMC) topics led by ED or assigned to ED - pre-brief EMC prior to PMC meeting (e.g., ED Projects presenting to the PMC, ED issues being taken to the PMC, status of ED actions assigned by the PMC)
- Major technical issues (issues potentially creating significant risks to safety, cost or schedule) being worked by ED – bring position to EMC before presentation to Center Management or Program/Project Office Management (e.g., CLV Engine Trades, In-Flight Anomaly (IFA) closure plans, ECLSS UPA Corrosion, etc.)
- Engineering assessments, recommendations, alternative approaches, or information relative to Program/Project or ED technical, cost and schedule risks, Program/Project or ED implementation plans for technical approach, management approach, safety, resources and schedule (e.g., CAD Transition, CLV Risk Management Approach)
- Engineering resource allocation planning/priorities related to directorate strategies and commitments

- All proposed major capital projects over \$100K
- IRAD proposals and New Technology pursuits over \$100K
- NASA or MSFC documentation requiring ED Director's Concurrence (i.e., new, revised, or cancellations of NASA Technical Standards and MSFC Multiprogram/Project Documentation)
- ED-Level documentation for approval (e.g., ED Organizational Issuances)

## **EMC MEMBERSHIP**

**Chairperson:** Director, Engineering Directorate  
**Alternate Chairperson:** Deputy Director, Engineering Directorate  
**Alternate Chairperson:** Deputy Director, Engineering Directorate

### **Members:**

Director, Safety and Mission Assurance Directorate  
 Associate Director, Engineering Directorate  
 Manager, Resource Management Office, Engineering Directorate  
 Manager, Engineering Programs and Systems Office  
 Manager, Chief Engineers Office  
 Manager, Instrument and Payload Systems Department  
 Manager, Propulsion Systems Department  
 Manager, Spacecraft and Vehicle Systems Department  
 Manager, Materials and Processes Laboratory  
 Manager, Mission Operations Laboratory  
 Manager, Test Laboratory

### **Ad Hoc Members:**

Director, Exploration Launch Office  
 Director, Science and Mission Systems Office  
 Manager, Shuttle Propulsion Office  
 MSFC Chief Technologist  
 Others at the discretion of the chairperson

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This website maintained by:  
[Brent Copeland](#)/UNITeS